

**STAFF SERVICES ANALYST
FISCAL SERVICES DIVISION
BUDGET SECTION (CONTRACTS ANALYST)
FINAL FILING DATE: APRIL 2, 2009 OR UNTIL FILLED
PERMANENT/FULL-TIME
MONTHLY SALARY: \$2,817.00 - \$4,446.00**

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps victims of violent crime pay medical bills, funeral/burial expenses, mental health services, and other crime-related expenses. The Government Claims Program helps resolve claims against the State of California. The Restitution Recovery and Accounting Sections ensure that restitution fines and orders are levied to help fund payments to victims. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State Consumer and Services Agency.

POSITION SUMMARY:

Under the direction of the Staff Services Manager II, Budget Section, the Staff Services Analyst administers the Victim Compensation and Government Claims Board's (VCGCB) restitution program with the counties to ensure restitution and assessment of fines, penalties, and forfeitures are applied against defendants.

The performance of the duties will be accomplished in accordance with the Victim Compensation and Government Claims Board (Board) policies, and are in compliance with the established rules, and standards governing the Fiscal Services Unit; Government Claims Program.

The analyst works with criminal justice entities statewide including judges, district attorneys, probation staff, county collection entities and Criminal Restitution Compact specialists. Failure to accurately respond to requests for assistance in criminal proceedings could negatively impact the Restitution Fund as well as the VCGCB credibility.

TRAVEL REQUIRED: 10% travel spent throughout California to the various contracted counties in order to carry out the essential functions of the job.

ESSENTIAL FUNCTIONS:

Develops program policy, procedures, and/or evaluation tools in support of the VCGCB's Restitution Program. Provides information and advice to the judiciary and other entities within the criminal justice community regarding the administration of restitution pursuant to applicable statutes. Assists in training district attorneys, probation officers, court clerks, Victim/Witness staff, and county collection entities. Represents Budget Section on internal and external task forces and/or committees formed to improve the restitution program in California, including enhancing the flow of information between criminal justice entities and the VCGCB. Works collaboratively with county collection entities and the California Department of Corrections and Rehabilitation to improve the collection of delinquent restitution owed to the Restitution Fund.

Serves as Contractor Administrator on restitution contracts between VCGCB and District Attorneys with select counties. Provides consultative services to District Attorneys and Probation Departments to ensure compliance with contract provisions and restitution assessments are properly levied. Develops evaluation methods and tools for conducting on-site reviews of the counties; analyzing restitution-related data, and assessing restitution performance. Recommends improvements to restitution processes and/or procedures.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

California Relay Service:
TDD User: 1-800-735-2929
RPA# 09-090

Voice line: 1-800-735-2922

Position Number: 040-500-5157-817

Posted: 03/19/09

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Prepares evaluation reports for each county and make recommendations to management for modification, continuance, or elimination of a county contract. Coordinates with other restitution analysts to maintain consistency throughout counties.

Completes special projects related to restitution. Prepares restitution documents to improve the imposition and/or collection of restitution for mass distribution to the judiciary, district attorney and probation offices, court administrators, court clerks, and victim witness centers. Analyzes legislation, drafts proposed legislation, and develops statistical and analytical reports. Responds to information requests from the VCGCB's website, letters, and phone calls.

WHO MAY APPLY:

Qualified candidates in a reachable rank on an employment list for the Staff Services Analyst classification, currently in this classification, have transfer eligibility to this classification, or have reinstatement rights to this classification are encouraged to apply. SROA and Surplus candidates are encouraged to apply. In addition to a State Application (Std. 678), candidates must submit a current resume and cover letter. Please indicate **RPA # 09-090** on the State Application. Applications will be reviewed for the most qualified candidates and interviews may be conducted.

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Ashley Boyer
Human Resources Section
P.O. Box 48
Sacramento, CA 95811-0048
(916) 491-3805
Ashley.Boyer@vcgcb.ca.gov

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